

1. The following information is provided in order to assist you, your command, and your servicing PSD in processing your transition from enlisted to commissioned status. Complying with all requirements identified below will alleviate many pay entitlement problems that are normally encountered by newly commissioned Limited Duty Officers and Chief Warrant Officers during training at the LDO/CWO Indoctrination Course at Naval Aviation Schools Command, NAS Pensacola, Florida. These problems are unfortunately attributed to the improper system conversion from enlisted to officer status. The ultimate goal of these recommendations is to ensure that your transition is not financially disruptive.

a. For newly commissioned LDO Ensigns ensure your command/servicing PSD properly converts you to "O1E." At times, the DJMS pay system rejects that particular pay transaction and forces an "O1" designation. If this transaction is not completed properly, it will take an inordinate amount of time to get the discrepancy corrected.

b. Prospective officers (both LDOs and CWOs) who do not have sufficient OBLISERV beyond their commissioning date will be required to execute a two month extension of their enlistment to take them beyond their commissioning date. This is necessary in order to alleviate possible break in monetary entitlements under the DJMS pay system. Ensure this is complete

c. Commissioning documents (i.e., Oath of Office, GO6, MO8) must be completed prior to your detachment from the commissioning command. The GO6 event should post in the Officer Personnel Information System (OPINS) before the MO8 event is transmitted. A copy of the signed NAVPERS 1000/4 (Officer Appointment Acceptance and Oath of Office) must be in your possession upon arrival at the LDO/CWO Indoctrination Course.

Note: G06 is the document that transfers an individual from enlisted to officer status. M08 is the document that credits newly commissioned officers with their enlisted service time.

d. Your command/servicing PSD should NOT prepare separation documents (L28, E503). This will result in major (repeat MAJOR) pay problems.

Note: L28 will record you as a Navy Strength Loss to the Bureau; E503 will record you as an Enlisted Strength Loss to DFAS.

e. LDO Ensigns receive a temporary appointment. Thus, your command/servicing PSD should not prepare a DD Form 214 (Certificate of Release or Discharge From Active Duty) upon commissioning. This is only required for permanent appointments such in the case of newly commissioned Chief Warrant Officers.

f. It is imperative that you request advance per-diem for the first 30 days of LDO/CWO Indoctrination and receive this payment prior to detachment from your commissioning command. This per-diem is required for the expenses that will be incurred upon your arrival in Pensacola. **It is recommended that you draw at least an advance of Bachelor Officer Quarters (BOQ) charges at \$15.00 per day plus Proportional Meal Rate (PMR) at \$22.00 per day.**